

City Newsletter

By: Misty Sea Fitzpatrick

July 2012

Coffman Island

Possible development for the purpose of property lease or sale

In an effort to generate revenue for the city, the Coffman Cove City Council is entertaining the idea of developing Coffman Island for the purposes of either leasing or selling parcels. This is in the very earliest of planning stages and requires input from the public. Please join us on September ____ at 7:00 p.m. for a public meeting on this subject. Your thoughts and ideas will be greatly appreciated.

CALENDAR OF EVENTS

ARTS & SEAFOOD FESTIVAL

DOWNTOWN COFFMAN COVE

AUGUST 13TH 10 A.M. TO 8 P.M.

AUGUST 14TH 10A.M. TO 2P.M.

Food, beer garden, raffles, fine arts, live music, fireworks, Farmers market and much more!

ANNUAL HEALTH FAIR FOR PRINCE OF WALES ISLAND

WHALE PASS AUGUST 9TH

COFFMAN COVE AUGUST 11TH (AT THE SCHOOL)

PORT PROTECTION SEPTEMBER 17TH

EDNA BAY WEEK OF SEPTEMBER 17TH

NAUKATI WEEK OF NOVEMBER 26TH

CITY COUNCIL WORKSHOP

CITY HALL

AUGUST 7TH AT 7:00 P.M.

Selection of City property for long term lease

REGULAR CITY COUNCIL MEETING

CITY HALL

AUGUST 16TH AT 7:00 P.M.

Recycling

A word from the your refuse collection manager

At the present time we are only recycling aluminum cans. Almost all beverage cans are recyclable aluminum but only a few food cans are aluminum such as spam, Vienna sausage and Fancy Feast cat food. How can you tell? First, it will clearly state "Recyclable Aluminum." Also, a magnet will not stick to an aluminum can but will stick to a tin can.

Put your crushed aluminum cans in an old grocery bag, milk crate, 5 gallon bucket or plastic pail out on Saturday mornings. Residential garbage collection starts at 8:00 a.m. Sometimes dumpsters are emptied earlier.

So please no tin cans or plastic bottles at this time. These items will be added to your regular garbage and charged to your account.

Even if you fall on your face, you are still moving forward.

By Victor Kiam

WATER/ SEWER RATES

The Coffman Cove City council is still entertaining the idea of raising our water and sewer rates. The idea behind it is to ensure that our enterprises support themselves and that we no longer subsidize those entities with other operating funds. To voice your opinion and ensure you maintain a firm understanding of the reasons for the council's decisions, please join us at our regular council meeting on August 7th at 7:00 p.m.

JOB OPPORTUNITIES

There are a couple of good job opportunities coming up! One of them is the lift station repair project starting mid-August. You can still apply at the City office. Also, we are hoping to start clinic construction late fall and should be taking applications in September. Keep your eye out for flyers posted around town.

MORE WAYS TO CUSTOMIZE THIS TEMPLATE

FOOTERS

To change the text at the very bottom of each page of your newsletter, click Headers and Footers on the View menu.

Use the Header and Footer toolbar to open the footer, and replace the sample text with your own text.

INSERT SYMBOL

It is a good idea to place a small symbol at the end of each article to let the reader know that the article is finished and will not continue onto another page. Position your cursor at the end of the article, click Symbol on the Insert menu, choose the symbol you want, and then click Insert.

BORDERS

You can use page borders and text box borders to change the appearance of your newsletter. Borders on text boxes help keep different articles separate, and can set off sidebar articles from the rest of the page. To change a text box border, select it, double click its edge and choose the Colors and Lines tab in the Format Auto Shape dialog box.

QUESTIONS AND ANSWERS

Q: I would like to change some of the text box shading to improve the print quality. Can that be done?

A: Yes. To change the shading or color of a text box, select it and double click its borders to open the Format Text Box dialog box. Click the colors and lines tab and then choose the new color from the Color drop-down list in the Fill section.

Q: What's the best way to print this newsletter?

A: Print page 2 on the back of page 1. Fold in half and mail with or without an envelope. For best results, use a medium to heavyweight paper. If you're mailing without an envelope, seal with a label.

Q: I would like to use my own clip art. How do I change the art without changing the design?

A: To change a picture, click on the picture, then point to Picture on the Insert menu and click From File. Choose a new picture, and click Insert.

Inserting and Editing Pictures

Type your sub-heading here

You can replace the pictures in this template with your company's art. Select the picture you want to replace, point to Picture in the Insert menu, and click From File. Choose a new picture and then click Insert. Select the Link to File box if you don't want to embed the art in the newsletter. This is a good idea if you need to minimize your file size; embedding a picture adds significantly to the size of the file.

To edit a picture, click on it to activate the Picture toolbar. You can use this toolbar to adjust brightness and contrast,

Choose a new picture, and click the Link to File box if you don't want to save the art with the newsletter.

change line properties and crop the image. For more detailed editing, double-click on the graphic to activate the drawing layer. ■

Q: How do I change the text and borders that appear at the bottom of every page?

A: Click Headers and Footers on the View menu. Use the Header and Footer toolbar to navigate among headers and footers, insert date or time, or format the page numbers. To change the text in the footer, select it and type your new text. To change the border, click Borders and Shading on the Format menu.

Q: Can I save a customized newsletter as a template for future editions?

A: Yes. First make any changes you want to this newsletter, then click Save As on the File menu. Choose Document Template from the Save as type drop down list (the extension should change from .doc to .dot). Save the file under a new name. Next time you want to create a newsletter, choose New from the File menu, then choose your template.

